



# NASA Procedural Requirements

**NPR 3530.1A**

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2008**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## Subject: Pay Policy and Allowances

**Responsible Office: Office of Human Capital Management**

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## Chapter 6. Waiver of Pay Reductions for Civilian Retirees to Meet Exceptional Employment Needs

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### 6.1 Reference

5 CFR Part 553, Reemployment of Military and Civilian Retirees to Meet Exceptional Employment Needs.

### 6.2 Responsibility

6.2.1 The Administrator (or designee) retains the authority to request approval from OPM to authorize a waiver of reduction in pay when appointing retired Federal civilian personnel.

6.2.2 The Administrator (or designee) retains the authority delegated by OPM to approve, on a case-by-case basis, those individual exceptions requiring a waiver of dual compensation in specific circumstances due to an emergency.

6.2.3 Enterprise Associate Administrators are responsible for reviewing requests for waivers of reduction in pay initiated by their respective Center Directors and forwarding the requests to the Administrator.

6.2.4 Officials-in-Charge of Headquarters Offices are responsible for initiating and forwarding requests for waivers of reduction in pay to the Administrator.

### 6.3 Civilian Retirees

Retired Federal civilian personnel may be employed without loss of pay when such employment is recommended by the Administrator and determined by OPM to be required to achieve an important NASA mission, and such employment is due to exceptional difficulty in recruiting or retaining qualified candidates for particular positions or under other unusual circumstances.

### 6.4 Information Requirements

6.4.1 The following information is required about the individual:

- a. Name and social security number.
- b. Type of retirement and date of retirement.
- c. Amount of current annuity.
- d. Application or resume.

- e. Analysis of the individual's qualifications that shows he or she meets the Agency's emergency need or critical skills shortage.
- f. Certification by the individual that he or she will not accept the job if pay is reduced.
- g. Documentation of bona fide offers of non-Federal employment, if any.

6.4.2 The following information is required about the position:

- a. Title, series, grade, type of appointment, salary, and duty location.
- b. Position description and description of the qualifications required.
- c. Information required based on the following circumstances:

(1) Based on an emergency:

(i) The emergency must pose a direct threat to life or property or other unusual circumstances. Describe the nature of the emergency (e.g., military threat, natural disaster, or other unforeseen occurrence), the date it occurred, and the expected duration of the emergency response effort.

(ii) Describe how the proposed appointee is uniquely qualified for the emergency response work to be done.

(iii) Describe other applicable factors such as the number of positions to be filled and/or how the urgency of response justifies making the particular appointment without further delay.

(2) Based on retaining an employee for critical work:

(i) Describe why the project is unusually critical. Include its importance to the NASA mission, potential costs of project failure or delay, any legislative or Presidential deadlines, and any other relevant factors.

(ii) Describe why retaining the individual is critical to the project. Include the knowledge, skills, and abilities possessed by the individual that are essential for successful completion of the project and that could not be acquired by another appointee within a reasonable time. Also explain why the work cannot be assigned to other employees involved with the same project.

(iii) Provide documentation that the individual will retire/resign if the exception is not granted. Such documentation might include a bona fide offer of non-Federal employment or information about circumstances such as family responsibilities or changes in or expiration of benefits to support the claim that the employee cannot or will not delay retirement.

(iv) If appropriate, discuss consideration given to the possibility of using a retention allowance to retain the employee through the completion of the critical project.

(v) State the length of time needed to complete the project.

(3) Based on exceptional recruiting difficulties:

(i) Number of vacancies in the series, grade, and location.

(ii) Length of time the particular position has been vacant, and average length of vacancies in such positions.

(iii) Average annual turnover in the series, grade, and location.

(iv) Description of recruiting efforts (type of publicity, sources contacted, geographic scope).

(v) Number and quality of applicants responding to those efforts.

(vi) Number of declinations based on pay/retirement issues (indicate how many specifically cited pay offset

concern, how many cited non-Federal job offers which would not require any reduction, and how many cited dissatisfaction with the combined compensation they would receive).

(vii) Consideration of alternative staffing; e.g., reengineering or redistribution of work, contracting, or use of a recruitment bonus.

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